

## Speaking Points for DHWP VIM VFC Update

1. We have a new name in this process. The Detroit VFC Program or your Local Health Department will be referred to by McKesson (the vaccine distributor) as your “PPOC”, Primary Point of Contact.
2. You have been assigned an ordering schedule—monthly, bi-monthly or quarterly. You must follow this schedule. This means if you are monthly, you can order once a month during the week you are assigned. If you are quarterly, you can only order every 3 months during the week you are assigned. Remember—there are over 1500 VFC providers in the state and there has to be a system to make sure this goes smoothly for everyone.
3. You will be able to order any presentation of the vaccine that is available. This means you may be able to get some pre-filled syringes instead of vials. Be careful! Pre-filled syringes take up a lot more room in your refrigerator.  
(Compare: 10 dose hep B vials with 10 doses of Td/Decavac pre-fills)
4. Ordering vaccines: Take out the handout “Information of VFC Centralized Ordering and Distribution” The correct form has your ordering schedule on the top (monthly, bi-monthly, or quarterly). **Go over the chart.**
5. You should already be familiar with some of the forms we will be asking you to submit with each vaccine order—there will be 4 pieces the LHD will need. (Examples of these in book)
  - a. Dose Administered Report: You will generate this report just like you have been doing. Print off a copy to submit to LHD
  - b. Temperature Logs: Continue to write down frig and freezer temps twice a day. Submit a copy of this to LHD
  - c. Ending Inventory Report: This report replaces the ending inventory form (13-14 pages!) that you have been using to do your physical refrigerator and freezer counts. Kris will show you exactly how to do this in MCIR later today but this is basically how the process works: Make sure you have entered all your doses given into MCIR. Then go to MCIR and print off a “Physical Inventory Report” (example in book). Take this sheet

to your frig/freezer and count how many vaccines you have. Take this sheet back to your computer and enter these numbers into MCIR on the “Ending Inventory Report” (example in book). Print off a copy of this report to submit to LHD.

- d. Vaccine Ordering Form: Fill out how much of each vaccine you will need to maintain your 30 day vaccine reserve + vaccine needed until you order again. Use your DAR and physical inventory report to decide how much you will need. **Always make sure that you have listed your correct shipping address and hours you are open on this order form!** (The varicella ordering form remains the same). Submit a copy of this to LHD.
6. To begin with, you will need to submit these forms **each month and with every vaccine order. (Example: if you order bi-monthly, you will submit forms a, b, c at the end of the first month after you have gone live on VIM. At the end of the 2<sup>nd</sup> month, you will submit forms a, b, c again and your order forms.**
7. Merck will continue to ship your varicella vaccine to you. McKesson will now be shipping all your refrigerated vaccines to you. Information on how vaccines are shipped to your office from both Merck and McKesson and what to do once the box or boxes arrive is in your packet. Take time to review these and let us know if you have any questions.
8. Share examples of Box from McKesson and Box Packing (pictures in book)
9. Make sure the correct temperature was maintained—there is a temperature indicator with instructions on how to read it in with the vaccines from McKesson (examples in book)
10. Packing List: Make sure you find this in the box.
  - a. Points to remember—make sure:
    - You received all the boxes you were suppose to get
    - That the vaccine you receive is what you ordered

- What is listed on the packing list is what is in the box (and the information listed—amount, lot numbers, exp. dates, etc, is correct)
  - To remove the vaccines from the Zip-lock bag they will be shipped in **before** storing them in your refrigerator
- b. The vaccines you receive from McKesson will be entered into your managed inventory for you. Take the packing list to your computer and make sure everything on it is listed on your managed inventory
11. What to do with the boxes the vaccines come in: You will return the boxes to McKesson following the directions listed in your packet on the form "How to Return Boxes to McKesson". Pay attention to the statement "DO NOT contact UPS directly to pick up your boxes" This will result in a charge to your office. Follow the directions as outlined.
12. Contact numbers for VFC assistance at DHWP:
- a. VFC Clerk (Tonya Walker) at 313-876-4854 (initial point of contact)  
If no response,
  - b. Kenneth Onye at 313-876-4922
  - c. Alesia Jones at 313-876-4837
  - d. Dawn Lukomski at 313-876-4602

### **VFC Handouts in MCIR Envelope**

1. VFC Tip Sheet: How to place a VFC vaccine order using the new MCIR VIM
2. Information on VFC Centralized Ordering and Distribution (7/2/08)
  - a. 3 forms—monthly, bimonthly, quarterly
3. Vaccines Shipped Directly from Merck Co. (7/2/08)
4. Vaccine Orders Shipped from McKesson (7/2/08)
5. How to Return Boxes to McKesson (7/2/08)
6. MDCH VFC Program Vaccine Order Form (6/24/08)
7. MI VFC Accident Reporting Form (6/6/08)

**In VFC Resource Book (Kris has this copy):**

1. Enlarged examples of Monthly, Bi-Monthly and Quarterly ordering
2. McKesson Box Picture
3. Box Pack Out Example
4. Temperature Forms from McKesson
5. Dose Administered Report
6. Temperature Log
7. Physical Inventory Report
8. Ending Inventory Report
9. Example of Packing List

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